



CITY MANAGER'S **UPDATE**

Monthly report to the City of Annapolis City Council

March 2017

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Performance Measures

Police Calls and Service Times

* **NOTE:** Calls for Service listed here, separate the frequent checks from all other calls for service. There are 1648 frequent checks to date.

Month	2014	2015	2016	2017
January	2894	2571	2673	2748 + 723 fc
February	2714	2422	2585	2336 + 421 fc
March	2885	2714	2884	3557 + 504 fc
April	3005	2808	2925	
May	3197	2961	3089	
June	3161	3059	3096 +630 fc	
July	3515	3076	2945 +495 fc	
August	3280	3064	2824 + 209 fc	
September	3129	2892	2689 + 404 fc	
October	3158	2805	2813 + 615 fc	
November	2763	2871	2502 + 616 fc	
December	2551	2512	2579 + 608 fc	

TOTAL	36,252 99.3 / DAY	33,755 92.4 / DAY	37,181 (33,604w/o fc) 101.6/ DAY	10,289 (8,641w/o fc) 114.3/ DAY
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Crime

March

Crime	Murder	Rape	Rob Arm	Rob NWU	Agg Aslt	BurgRes	BurgNon	Larc	MV	Total
Mar 17	0	3	2	4	9	12	1	48	0	79
Mar 16	0	5	1	3	15	14	2	41	2	83
Diff +/-	0%	-40%	100%	33%	-40%	-14%	-100%	17%	-200%	-4.8%
			Monthly	%				Monthly	%	Dom Rel
Violent Crime Diff +/-			18/24	-25%	Property Crime Diff +/-			61/59	3%	
YTD 17	2	5	8	6	29	31	5	157	11	254
YTD 16	2	3	6	7	35	37	9	130	3	232
YTD%	0%	66%	33%	-16%	-17%	-16%	-44%	20%	33%	9%
YTD	Violent Crime YTD (Diff #/ %)			50/53	-6%	Property Crime YTD (Diff #/)			204/179	+13%

Condition Index for Streets

- Total length of City streets – approximately 90 miles of roadway are City maintained.
- Weighted average “Remaining Surface Life” of City streets – 8.1 years
- FY2017 paving total – 1.79 miles

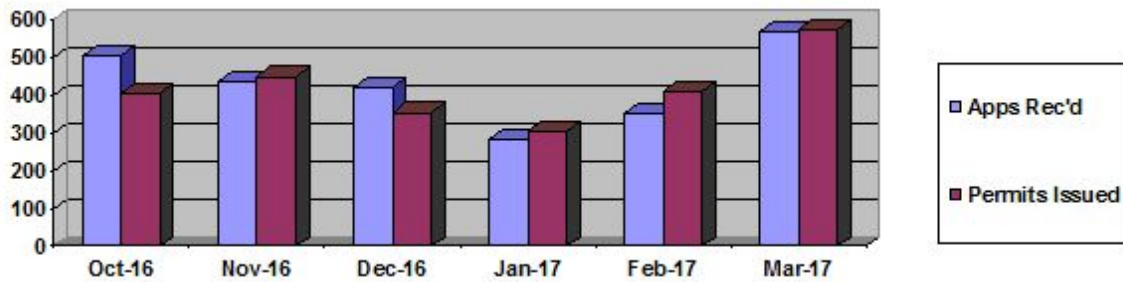
Diversion Rate of Solid Waste from Disposal at a Landfill

- March diversion rate – 44.8%
- 12-month (April 2016 – March 2017) diversion rate – 41.7%
- The residential curbside recycling rate, excluding yard waste, from July 2016 through March 2017 – 33.3 %

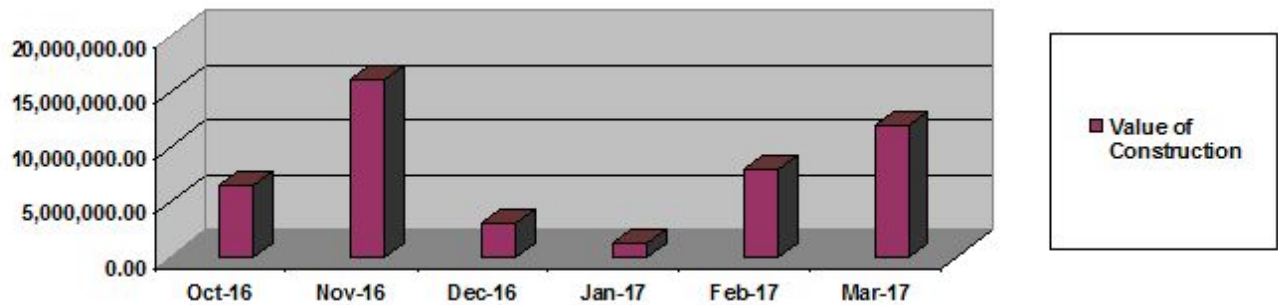
Water Quality Testing Results

- There were no water quality issues with the March 2017 water samples.
- There have been no water quality issues with water samples taken in 2017.

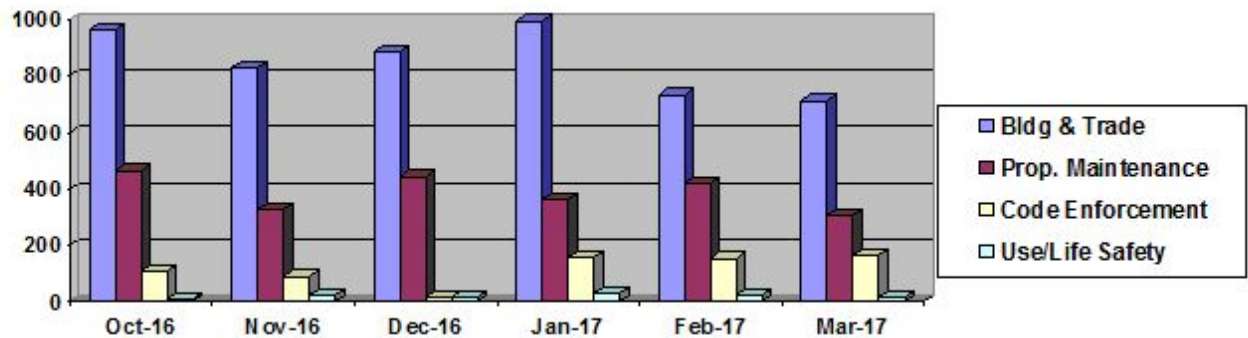
Permits 567 permit applications were received; 571 permits were issued.



Value of Private Construction \$11,952,814.41



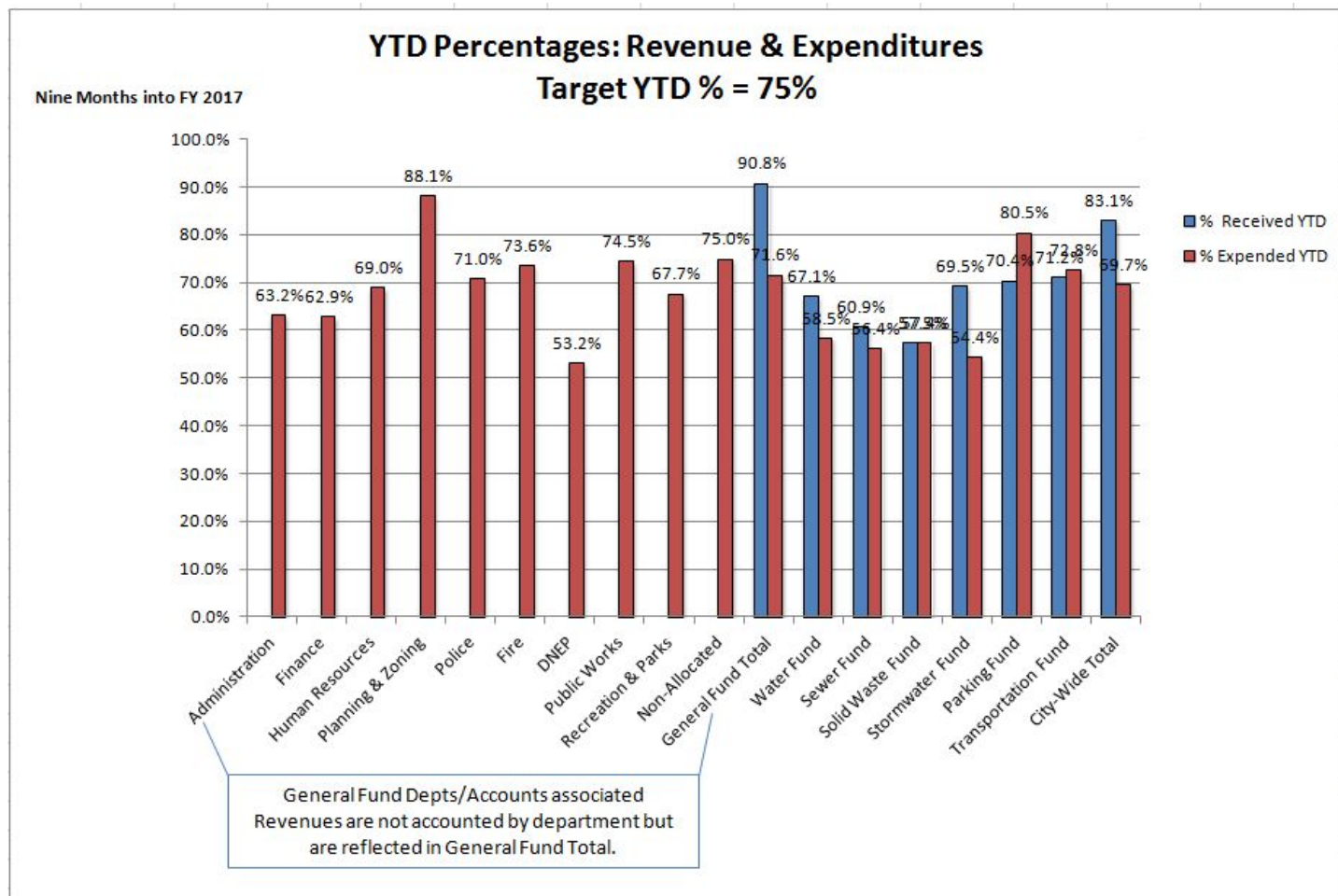
Private Construction Inspection Performed



- 713 Building and Trade Inspections
- 164 Code Enforcement Inspections
- 17 Use/Life Safety Inspections
- 304 Property Maintenance *(Also, the following apartment complexes: 930-940 Bay Forest Ct 120 units; Westwinds I & II 210 units; Allen Apts (reinspection) 50 units; 931-933 Edgewood Rd –(Re-inspection)-8 units; 721 S. Cherry Grove Ave 216 units; Spa Cove Apts 178 units; Marriott Hotel 150 units; Obery Phase I (reinspection) 23 units)*

Budget Status

YTD Percentages: Revenue & Expenditures						
July 2016–March 2017: YTD 75%						
	Revenues	% Received YTD	Budget	Expenditures	% Expended YTD	Budget
Administration				1,715,213.16	63.2%	2,713,577.36
Finance				2,829,297.16	62.9%	4,498,874.36
Human Resources				505,777.68	69.0%	733,370.02
Planning & Zoning				1,627,651.09	88.1%	1,846,818.70
Police				12,896,630.28	71.0%	18,164,460.67
Fire				12,050,648.72	73.6%	16,370,432.27
DNEP				1,077,639.20	53.2%	2,024,699.34
Public Works				5,823,459.57	74.5%	7,821,889.35
Recreation & Parks				3,141,181.95	67.7%	4,638,879.35
Non-Allocated				10,258,518.39	75.0%	13,678,153.35
General Fund Total	63,726,160.72	90.8%	70,162,667.34	\$ 51,926,017.20	71.6%	\$ 72,491,154.77
Water Fund	5,230,302.74	67.1%	7,789,467.43	4,435,033.36	58.5%	7,580,205.34
Sewer Fund	5,299,849.23	60.9%	8,696,656.00	4,807,374.58	56.4%	8,524,786.09
Solid Waste Fund	1,606,966.23	57.5%	2,793,266.31	1,375,900.18	57.4%	2,396,863.39
Stormwater Fund	619,929.13	69.5%	892,500.00	434,734.48	54.4%	798,685.47
Parking Fund	5,537,263.95	70.4%	7,864,000.00	6,395,176.19	80.5%	7,947,239.46
Transportation Fund	2,686,340.00	71.2%	3,774,790.30	2,645,634.84	72.8%	3,635,949.29
City-Wide Total	\$ 84,706,812.00	83.1%	\$ 101,973,347.38	\$ 72,019,870.83	69.7%	\$ 103,374,883.81



Central Purchasing

Current Procurements

RFQ 17-07 – Design-Build-Operate-Maintain for Water Services for Water Quality Management Best Management Practices

- 3 Qualifications statements received. Interviews conducted. Proposal package forthcoming.

RFP 17-09 – Investment Consulting Services

- Awarded to AndCo Consulting. Contract in process.

RFQ 17-16 – Design-Build Services – Water Main and Waste Water Projects

- Qualifications due 4/20. Pre-bid meeting held 3/29.

IFB 17-18 – Demolition Services – 195 Clay Street

- Bids due 5/18.

IFB 17-19 – Diving Services – Mooring Maintenance

- 1 bid received. Review in progress.

Completed Procurements**RFP 14-14 DPW Maintenance Facilities – Design/Build Services**

- Awarded to Gardiner & Gardiner. Design/pricing under review.

RFP 15-12 Annapolis Renewable Energy Park

- Awarded to BQ Energy. Project scheduled for Fall 2017 completion.

RFP 15-23 – Upper West Street Sector Study

- Awarded to AECOM. Study completed. Awaiting City Council presentation.

RFP 16-06 – Energy Performance Contracting

- Awarded to Honeywell International. Project scheduled for February 2018 completion.

RFP 16-09 – Transit Bus Electronic Fare Box Collection System

- Awarded to TripSpark. Project scheduled for May 2017 completion.

RFP 17-03 – Construction Services – Stanton Center Floor Replacement

- Awarded to L & R Floors. Project scheduled for May 2017 completion.

IFB 17-05 – Chesapeake Avenue Water Main Replacement

- Awarded to Schummer, Inc. Project scheduled for August 2017 completion.

RFP 17-10 – Mosaic Tile Art Mural

- Awarded to Anne-Marie Esson. Project scheduled for May 2017 completion.

RFP 17-12 – Forest Drive Sector Study

- Awarded to The Faux Group. Project scheduled for February 2018 completion.

RFP 17-14 Stormwater and Flood Mitigation Design

- Awarded to AECOM. Project scheduled for September 2017 completion.

Pending Procurements**IFB 17-08 – PMRC Ballfield Grading**

- Draft in progress. Anticipated release TBD.

RFP 17-13 – Actuarial Services – Pension and OPEB

- Draft in progress. Anticipated release TBD.

IFB 17-17 – Bywater Park Improvements

- Draft in progress. Anticipated release TBD.

RFP 17-21 – Market House Lease

- Draft in progress. Anticipated release TBD. Subject to City Council consideration.

Capital Projects

Pump Station Replacement/Rehabilitation

Second St. PS Wetwell Rehab – New exterior door and windows have been installed at the station. The project is complete.

Sewer Rehabilitation and Water Distribution

Sewer Cured-in-Place Pipe (CIPP) Rehabilitation (72006) – Sewer main closed circuit televising (CCTV) inspection was completed on a section of Chesapeake Avenue. Contractor will continue CCTV and CIPP lining work in several locations throughout the City, including at the Naval Academy. Construction on the Shiley Street sewer main replacement project will begin in April. Test pits for this project were completed in March. USNA Flowmeter (72006) – Consultant is designing a new flume for USNA sewage flow measurement. Communication with Navy public works staff continues on the schedule and details of the construction. Buried Asset Evaluation (72006 & 71003) – Workflow plan drafted for transfer of data between GIS, iWorQ and water/sewer hydraulic models. GIS updates will be completed before the comprehensive data update to iWorQ and Models. The final GHD Comprehensive Assessment Plan, 10-yr plan and as-built lookup will be due after the update is complete. The second draft software review report is under review. A change order request for additional modeling and other services has been initiated. Water Meter Purchases (71003) – Comprehensive radio read meter purchases and installation continues. Review of large meter full or “guts” replacement is also ongoing. Chesapeake Avenue Water Main Replacement (71003) – Informational meeting held March 28. Construction begins in April with initial work including thrust collar installations and bypass piping installation.

Water Tank Rehabilitation

The tank consultant continued work on developing the Jefferson Tank rehabilitation specifications.

New Water Treatment Plant (WTP)

WTP Design/Build (D/B) – Start-up of the main water production processes was initiated this month, with Demonstration Testing expected to begin in April. Additional construction work continues, including electric, lighting & control work and interior work for the Control/Administrative Building.

City Dock Bulkhead Replacement, Phase 2

Stormwater management (SWM) design and construction remains to be completed. Working with developers of 110 Compromise on coordination of relocation of electrical platform from Donner Lot into the building. Preparing RFP for replacement of boardwalk timbers from Phase 1.

Landfill Gas Mitigation

DPW continues to negotiate with MDE on the Draft Agreement so that a clear course of action can be determined for site mitigation. Sampling work continues for semi-annual monitoring events.

Stormwater Management Retrofit

For the storm drain at the end of Prince George Street, the feasibility of alternative drainage concepts was reviewed and recommendations have been provided. A scope of work is being developed for hiring an engineering firm that will prepare the engineering design of the selected drainage solution.

Stormwater Management – Flood Risk Mitigation

Received Stormwater Modeling Final Report from US Army Corps of Engineers and forwarded to AECOM to inform flood mitigation design. FEMA grant application for funding of the flood mitigation construction project was completed and submitted in mid-March. Concepts for stormwater and flood mitigation include removal of most outfall pipes and re-routing of existing stormwater system around City Dock to two pump stations. Remaining outfall pipes and new outfall pipes from the pump stations will have backflow preventers incorporated. Held first pre-application meeting with HPC to introduce overall selected concept that will be further developed and presented at several upcoming public meetings.

City Hall Projects - Heating, Ventilation and Air Conditioning (HVAC) Replacement and Generator Installation

The City Hall underground storage tank (UST) was formally closed on March 24. Waiting for closing documentation from MDE.

Maintenance Facilities

The Design/Build (D/B) team submitted applications for site design review, critical areas, and Special Exception in March. Demolition of the existing maintenance facility is scheduled to start in June 2017.

Road Resurfacing

Permanent long line striping related to Chinquapin Round Road was completed, with symbols pending. Paving is scheduled to resume in May 2017.

Main Street Reconstruction

Preliminary design has been completed. The construction is being planned to start in January 2018, with completion in June 2018. An inventory of buildings with sprinkler system connections indicates that approximately 50 buildings do not have sprinkler connections. The estimated cost to install connections for these locations as part of the Main Street project is in excess of \$1,000,000.

Cornhill Street Sidewalks

HPC approved the application. Final construction drawing development and construction awaiting funding from sale of old Recreation Building.

Wayfinding Sign Program

Sign installation was completed by Gelberg Signs and the City had begun installation but found issues with orientation of some signs and some incorrect messages. Merje (designer) & Gelberg (fabricator & installer) discussed solutions and are sharing accountability for errors. New signs are being fabricated.

Truxtun Park Ballfield Grading

Final grading plans and permit received from AACO Soil Conservation District (SCD). Invitation for Bids (IFB) is being prepared for letting the project, with the goal to begin construction in early Fall 2017.

Personnel Update

New Hires

Recreation & Parks:

Rec Temps (2)

Transportation:

Fleet Maintenance Tech

Police:

Police Officers 2

Police Communications Operator 1

Promotions/Internal Vacancies Filled

Fire:

Fire Lieutenant 3
 FF 1/C 1
 FF 1/C ALS 2
 FF III 1

Law Office Report**Open Litigation**

Case Name	Dept	Comments
City of Annapolis v. SPAW, LLC A.A. District Court Case No. 3z36100886, 5z36100888 (Municipal Infractions L1-13)	HPC	Oral arguments on appeal by SPAW, LLC to Court of Appeals re: vinyl windows @ 2 Maryland Ave. scheduled for 9/8/16; Court of Appeals affirmed Circuit Court, which sustained municipal infraction citation, requiring SPAW, LLC to submit an application for a Certificate of Approval to the HPC. CLOSED.
McShane Glover – PJR A.A. Circuit Court Case No. C-2014-190935 AA (L72-14)	HPC	Circuit Court affirmed Board of Appeals decision. Glover appealed to Court of Special Appeals; Briefs filed; arguments May 5, 2017
Stansbury v. COA U.S. District Court of MD, Civil Action No. 1:15-CV-497-GLR (L53-15)	PW	Complaint and Answer filed; Amended Complaint filed; Answer filed; discovery completed; City filed Motion for Summary Judgment; decision pending
City v. Neal, et al. A.A. District Court Case No. CV-15-008769 (L78-15)	DNEP	Complaint filed; Answers filed; trial postponed; trial date 6/20/17
COA v. 94 East Street heirs A.A. District Court Case No. D-07-CV-15-005092 (L46-14)	DNEP	Complaint filed; 78 municipal citations total; trial date pending; City filed Petitions for Contempt; hearing pending
Annapolis Neck Peninsula Federation – PJR A.A. Circuit Court Case No. C-02-CV-15-001510 (L97-15)	P&Z	Petition for Judicial Review of a decision of the Building Board of Appeals affirming DNEP's approval of Forest Conservation Plan for Parkside Preserve; Motions hearing occurred 4/11/16; re-hearing on 8/9/16; Motion to Dismiss granted; City filed appeal to Court of Special Appeals challenging denial of right of citizens to seek judicial review; briefs submitted; oral arguments pending

Hodges v. COA U.D. District Court of Maryland Case No. 1:15-CV-03537 (L14-16)	APD	Complaint and Answer filed; discovery completed; motions pending
Sparrow v. COA U.S. District Court Case No. 1:16-CV-01394-WMN (L29-16)	APD	Complaint and Answer filed; discovery completed; City filed Motion for Summary Judgment; hearing pending
Thomas – PJR A.A. Circuit Court Case No. C-02-CV-16-002097 (L32-16)	APD	Appeal of Police Safety Disability & Retirement Board decision affirming HR director's decision to deny disability retirement application; Court affirmed PSDR Board decision; appeal noted to Court of Special Appeals; briefs pending
Massey v. COA, et al. A.A. District Court Case No. D-07-CV-16-004580 (L25-16)	DOT	Complaint and Answer filed; trial postponed; on 4/3/17, at trial, Court found that City bus driver and 3 rd party driver were both negligent. Before conclusion of trial, parties settled for \$8,000; City share was \$4,000. CLOSED.
Walters – PJR A.A. Circuit Court Case No. C-02-CV-16-002203 (L42-16)	R&P	Appeal of a Civil Service Board ruling affirming City's decision to terminate; oral argument scheduled for 4/10/17
CDM Smith/Haskell v. COA U.S. District Court of Maryland, Case No. 1:16-CV-02621 (L44-16)	PW	Breach of Contract lawsuit brought against City re: new Water Treatment Plant construction; Answer filed; discovery ongoing
COA v. JBK, LLC (51-53 West Street mural) A.A. District Court Case Nos. 3z36100900, 1z41100851 (L31-16)	HPC	City issued citations in regard to mural painted on building at 51-53 West Street; trial date 4/21/17
COA v. Paul & Julie Christian (4 Shipwright Street) A.A. District Court Case No. 4z39921956 (L13-16)	HPC	City issued citation in regard to poor chimney repair; trial postponed to 6/6/17 at Defendant's request, over City's objection.
Hulbert/Firearms Policy Coalition v. COA, et al. U.S. District Court of Maryland Case No. 1-16-CV-4121 (L1-17)	APD	Complaint filed re: possession of tasers; answer filed; Plaintiff filed Motion for Summary Judgment; City's answer pending
Phaneuf v. COA A.A. Circuit Court Case No. C-02-CV-17-000411 (L4-17)	PW	Complaint re: slip/fall on ice; Answer filed; discovery ongoing

Rapolla v. Mandell A.A. District Court Case No. D-07-CV-16-012046 (L2-17)	OEM	Complaint re: vehicle accident; Answer filed; trial scheduled for 5/16/17
Thomas v. COA A.A. Circuit Court Case No. C-02-CV-16-002097 Court of Special Appeals Case No. 1855, September 2016	APD	Complaint re: termination alleging violation of LEOBR; Circuit Court affirmed termination; Plaintiff appealed to CSA; Briefs pending
Thomas v. COA, et al. U.S. District Court of Maryland, Case No. 1:16-CV-03823 (L68-16)	APD	Complaint filed alleging racial and disability discrimination; discovery ongoing
MCCR / EEOC Cases:		
Spearman v. COA	APD	Claim and Answer filed; fact-finding conference pending
Thomas v. COA	APD	Claim and Answer filed; fact-finding conference scheduled for 4/12/17
Administrative Hearings:		
(none)	APD	
Workers' Compensation Appeals to Circuit Court:		
COA v. Thomas	APD	City appealed WCC finding of compensability. Video deposition of the Claimant's Expert is scheduled for 4/13/17 and Video deposition of the City's Expert is scheduled for 4/20/17. Trial Exhibits have been exchanged. Trial date scheduled for 5/4/17
Martinez v. COA	APD	City appealed WCC finding of compensability. Trial date scheduled for 10/10/17
COA v. Cisneros	APD	City appealed WCC finding allowing continuation of temporary partial benefits; pretrial conference is scheduled for 10/4/17 with a trial date to be scheduled at that time
Union Grievances:		

(none)		
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Adopted Legislation

Legislation adopted on 3/13/17:

R-10-17 Dedication to Michael “Mike” Francis Miron - For the purpose of dedicating the Street End Park, 6th Street and Back Creek, Eastport, to the late Michael “Mike” Francis Miron.

Legislation adopted on 3/27/17:

R-14-17 National Women’s History Month 2017 - For the purpose of recognizing the month of March as National Women’s History Month and honoring the contributions of women who have served on the Annapolis City Council and in other important ways for the City of Annapolis.

O-7-17 Removing Archwood and Smith from Parking District 3 - For the purpose of removing certain blocks of Archwood Avenue and Smith Avenue from Special Residential Parking District 3.

O-9-17 Lease of City Property: Fall 2021-2026 Boat Shows - For the purpose of authorizing a lease of certain municipal property located in the general harbor, Dock Street and Edgewood Road areas to United States Sailboat Shows, Inc. and United States Powerboat Shows, Inc., for certain periods of time from 2021 to 2026, to conduct boat shows.

O-10-17 Lease of City Property: Spring 2021-2026 Boat Shows - For the purpose of authorizing a lease of certain municipal property located at the City Dock, surrounding areas and boat moorings in Annapolis, Maryland as more fully described in the Lease Agreement with Cruisers University, Inc., t/a Annapolis Spring Sailboat Show, for certain dates in 2021 through 2026, to conduct boat shows.

R-11-17 Itinerant Merchant Sales in the Historic District - 2017 - For the purpose of authorizing hawker, peddler, and itinerant merchant sales in the Historic District in conjunction with certain special events during calendar year 2017.

CA-1-17 Collection of Taxes - For the purpose of removing the 3-year limit for the City to collect property taxes; authorizing collection of taxes in the manner prescribed by the Annotated Code of Maryland; and removing the 3-year bar to recovery for taxes not timely collected.

O-38-16 Forest Conservation Reforestation - For the purpose of prohibiting certain development projects from cutting or clearing certain forests within the City of Annapolis unless the applicant offsets that loss with newly planted acreage; and providing for an appeal process.

City Clerk

25 – Fully Executed Contracts/Agreements
16 - Special Event Application Reviewed

- 2 – 2017 Renewal - Fortunetellers Application
- 3- Draft City Council Meeting Minutes
- 1- Work Session Agenda
- 2 - Payroll Processed
- 22 – Citizen Requests – Election Related
- 7- Meeting Attendance

Board of Supervisors of Election

ALL Board of Supervisors of Elections “BOSE” Agendas and Minutes can be found on the City’s website at

<http://www.annapolis.gov/650/Board-of-Supervisors-of-Elections>

THE NEXT MEETING OF THE BOARD OF SUPERVISORS OF ELECTION WILL BE HELD ON **THURSDAY, MARCH 16, 2017 @ 7:00 p.m.** in the Mayor John T. Chambers, Jr., City Council Chambers located at 160 Duke of Gloucester Street, 2nd Floor, Annapolis, Maryland 21401

To view 2017 Municipal Election Information, please visit link below:

<http://www.annapolis.gov/420/Elections>

Primary - Candidate Information UPDATES: N/A

Polling Places:

March 16, 2017 Meeting Updated - Proposed List of Polling Precincts:

(Polling locations highlighted in “Purple” are Dual Locations)

Ward/Precinct	2017 Proposed Polling Location
01-001	Maryland Hall
	801 Chase St
	Annapolis, MD 21401
01-011	City Council Chambers
	160 Duke of Gloucester St
	Annapolis, MD 21401
02-002	Trinity United Methodist Church

	1300 West St
	Annapolis, MD 21401
02-012	Calvary United Methodist Church
	301 Rowe Blvd
	Annapolis, MD 21401
03-003	Mt Olive AME Church
&	2 Hicks Ave
03-013	Annapolis, MD 21401
03-013	Mt Olive AME Church
&	2 Hicks Ave
03-003	Annapolis, MD 21401
04-004	Heritage Baptist Church
	1740 Forest Dr
	Annapolis, MD 21401
04-014	American Legion Post #141
	1707 Forest Dr
	Annapolis, MD 21401
05-005	Roger "Pip" Moyer Recreation Center
&	273 Hilltop Ln
05-015	Annapolis, MD 21403
05-015	Roger "Pip" Moyer Recreation Center

&	273 Hilltop Ln
05-005	Annapolis, MD 21403
06-006	Mt Moriah AME Church
	2204 Bay Ridge Ave
	Annapolis, MD 21403
06-016	Eastport Community Center
	1014 President St
	Annapolis, MD 21403
07-007	Annapolis Neck Fire Co 8
	991 Bay Ridge Rd
	Annapolis, MD 21403
07-017	Eastport-Annapolis Library
	269 Hillsmere Dr
	Annapolis, MD 21403
08-008	Eastport Volunteer Fire Hall
	914 Bay Ridge Ave
	Annapolis, MD 21403
08-018	Annapolis Maritime Museum
	723 2nd St
	Annapolis, MD 21403

Election Judge Floater Staging Area

Floater	Roger "Pip" Moyer Recreation Center
Staging	273 Hilltop Ln
Area	Annapolis, MD 21403

Tuesday, June 20th, 2017

Deadline for changing Polling Places. Pursuant to City Code Sec. 4.08.110 - New polling places—changed polling places.

Anne Arundel County Requested Review:

Regular Absentee Ballot Application and Emergency Absentee Ballot Application – Comment from City – Sent March 1, 2017

Challenger and Watcher Documents – Comments from City sent March 1, 2017

Alcoholic Beverage Control Board

The next meeting of the **Alcoholic Beverage Control Board** will be held on **Wednesday, MARCH 1, 2017 @ 7:00 p.m.** in the Mayor John T. Chambers, Jr., City Council Chambers located at 160 Duke of Gloucester Street, 2nd Floor, Annapolis, Maryland 21401

2017 Applications Processed:

21 One Day Licenses

2 Consumption on City Property Applications – Location Stanton Center

116 Annual Renewal Liquor License Applications received and processed (1 pending)

Pursuant to ABCB Rules & Regulations Sec. 2.10 TERM OF LICENSE.

As of April 1, 2017:

B. Renewal applications shall be filed with the Board not less than thirty (30) days or more than sixty (60) days before May 1st. Renewal applications filed after April 1st may only be heard by the Board upon payment of a **Twenty Dollar (\$20.00) per day penalty for late filing.**

C. A License approved for renewal by the Board shall not be effective until the renewal fee has been paid and the renewed License posted on the Licensed Premises as required in these Rules and Regulations. Alcohol shall not be served after the expiration of the previous License until these requirements are met. Absent objection by the City Clerk, Licensee may elect to pay the annual renewal fee in two (2) equal payments, the first to be received by the City Clerk no later than April 30th, and the second to be received by the City Clerk no later than August 30th. Failure to make either payment on a timely basis shall be a violation of these Rules and Regulations and may be cause for disciplinary action by the Board.

Agenda - Alcoholic Beverage Control Board, March 1, 2017 Minutes

Disciplinary Hearings

Chairman Harris opened the disciplinary hearing at 7:06 p.m.

Armadillo's

Infraction Case # 17-0094, AB6-311 Restrictions on purchases and sales by retail dealer.

The licensees waived their right to have the charges read into the record.

The Comptroller's Office Report was accepted into the record.

Licensees Robert Brilliant, 66 Franklin Street, and Brendon Fisher, 3051 Rundelac Road, spoke on the citation.

Agent Pierre Pyle, representing the Comptroller's Office, stated that the record submitted is accurate.

The Chairman closed the disciplinary hearing at 7:32 p.m.

Discussion and vote on sanctions for the disciplinary hearings

Armadillo's

Infraction Case # 17-0094, AB6-311 Restrictions on purchases and sales by retail dealer

Member Berman moved that they be found guilty violating AB 6-311 Restrictions on purchases and sales by retail dealer. Seconded. CARRIED on voice vote.

Member Berman moved to amend the motion to state that it is also a violation of section 3.06 of the City of Annapolis Alcoholic Beverage Control Board Rules and Regulations. Seconded. CARRIED on voice vote.

Member Praley moved to impose a fine of \$750.00. Seconded. CARRIED on voice vote.

City Council

Special City Council Meeting 3/6/17 - Agenda Item:

Proposed Closed Session in accordance with Annotated Code of Maryland, **General Provisions Article § 3-305(b)(1)**.

Disclosure of the topic to be discussed for citation selected:
3-305(b) (1): **Pension Vesting and Plan Operations**

WebPages & Calendars -Under Review

Office Of Law Requests:

Achieve Pull – O-97-97 Amended
2- Certified True Copy Requests

Miscellaneous Review:

Fiscal Impact Note – Department of Legislative Services Forwarding Request to City of Annapolis:

RE: HB 1651 - Maryland Transit Administration - Transit Ridership of Executive Branch Employees - Fare Required. REPLY BY: 03/14/2017

Forwarded to City Manager and Public Information Officer for PUBLISHING:

To adequately inform the public and provide timely information on regularly scheduled public hearings on legislation and other matters before the City Council, and Council Meeting Agendas. To be sent the Wednesday after the last City Council Meeting.

Notice Of Annapolis City Council Public Hearings

Notice is hereby given that the Annapolis City Council will hold a public hearing on **Monday, March 13, 2017 at 7.00 p.m.**, in the Mayor John T. Chambers, Jr., City Council Chambers, 160 Duke of Gloucester Street, Annapolis, MD 21401 on the following items:

Public Hearings:

CA-1-17 Collection of Taxes - For the purpose of removing the 3-year limit for the City to collect property taxes; authorizing collection of taxes in the manner prescribed by the Annotated Code of Maryland; and removing the 3-year bar to recovery for taxes not timely collected.

To view legislation, please use link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=2962752&GUID=5E3883BC-8AED-4B80-8CAF-2FE950211676&Options=ID|Text|&Search=CA-1-17>

O-9-17 Lease of City Property: Fall 2021-2026 Boat Shows - For the purpose of authorizing a lease of certain municipal property located in the general harbor, Dock Street and Edgewood Road areas to United States Sailboat Shows, Inc. and United States Powerboat Shows, Inc., for certain periods of time from 2021 to 2026, to conduct boat shows.

To view legislation, please use link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=2960660&GUID=F0284A6B-D7B7-4093-87D4-B4EC514295B0&Options=ID|Text|&Search=O-9-17>

O-10-17 Lease of City Property: Spring 2021-2026 Boat Shows - For the purpose of authorizing a lease of certain municipal property located at the City Dock, surrounding areas and boat moorings in Annapolis, Maryland as more fully described in the Lease Agreement with Cruisers University, Inc., t/a Annapolis Spring Sailboat Show, for certain dates in 2021 through 2026, to conduct boat shows.

To view legislation, please use link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=2960670&GUID=D7F1C4B7-CEE6-4AC9-94AF-F6BD75347F09&Options=ID|Text|&Search=O-10-17>

O-12-17 Compensation of the Mayor, Aldermen/Alderwomen and City Manager - For the purpose of specifying compensation and allowances to be paid to the Mayor and Aldermen/Alderwomen for the term of office commencing on the first Monday in December, 2017; and for specifying compensation and allowances to be paid to the City Manager.

To view legislation, please use link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=2962763&GUID=79644301-1FBC-42A9-9DFA-1DCD8DA3932F&Options=ID|Text|&Search=O-12-17>

2nd Notice for March

Notice Of Annapolis City Council Public Hearings

Notice is hereby given that the Annapolis City Council will hold a public hearing on **Monday, March 27, 2017 at 7.00 p.m.**, in the Mayor John T. Chambers, Jr., City Council Chambers, 160 Duke of Gloucester Street, Annapolis, MD 21401 on the following items:

Public Hearings:

O-14-17 Lease of City Property to Chesapeake Marine Tours, Inc. - For the purpose of authorizing a lease of certain municipal property located in the City Dock in Annapolis, Maryland to Chesapeake Marine Tours, Inc. for certain periods of time from FY2023 to 2027.

To view legislation visit link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=2977414&GUID=0A963568-F502-432A-BA18-FE079BB3A8C5&Options=ID|Text|&Search=O-14-17>

O-16-17 Market House Tenant Solicitation - For the purpose of establishing a public process for selecting a Market House tenant.

To view legislation visit link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=2980766&GUID=FFFA7D97-91E4-44E5-8BEC-EB0B73EEA82&Options=ID|Text|&Search=O-16-17>

O-17-17 Market House Amendments - For the purpose of amending the Market House policy to reflect a tenant and sub-tenant relationship, clarifying Market House product and service policies, and removing the requirement for an enterprise fund.

To view legislation visit link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=2980767&GUID=A8D0C60F-BFB0-4EDA-82FA-37E17E97F40B&Options=ID|Text|&Search=O-17-17>

Memorandum's – N/A

City Council Associate:

9- Minutes Drafted
9- Agenda Creation

Standing Committee Meeting Dates/ Attendance:

Finance Committee

March 7, 2017 at 5:00 p.m.

Transportation Committee

March 7, 2017 at 6:00 p.m.

Rules and City Government

March 14, 2017 at 3:00 p.m.

Environmental Matters

March 16, 2017 at 1:30 p.m.

Public Safety Committee

March 20, 2017 at 5:00 p.m.

Economic Matters Committee

March 20, 2017 at 6:30 p.m.

Housing and Human Welfare

March 21, 2017 at 7:30 p.m.

Finance Committee

March 27, 2017 at 5:00 p.m.

Environmental Matters

March 30, 2017 at 1:30 p.m.

Project Request From Alderpersons:

None Requested

Trainings/ Meeting Attendance:

Civic Plus Training on Calendar
Google Calendar

Public Safety Update

Fire Department

Monthly News/New Projects

The Department responded to 1005 calls for service this month and a total of 2808 calls for 2017 with the following breakdown:

- EMS 745 or 75%
- Fire – 187 or 17%

- Service – 55 or 6%
- Rescue – 10 or 1%
- Hazmat – 8 or 1%

EMS Notable Incidents – Monthly Highlights – Accomplishments

- Cardiac Arrest Survival Rate (EMS Division) – 3 arrests/1 ROSC
- Monthly Heroin OD – 10 no known deaths
- EMS Fees Collected \$154,732 FYTD: \$1,172,473
- EMS Transports – 495
- Patient impaled by tree limb – made national news

Fire and Explosives Services Unit – Monthly Highlights – Accomplishments

- K-9 calls – 3
- Fires – 6 (2 arsons, 0 arrests)
- Assist Police Calls 3
- Suspicious Package Responses – 7 (1 explosive device)
- EOD Standby 0
- Burn Patients 0
- Inspections 18
- Background Investigations 8
- Bomb Threat 0

Other Events/Activities

- The EMS Division conducted three (3) citizen CPR courses and conducted two (2) CPR Training classes for City Employees.
- Several City fire apparatus and the AFD Honor Guard participated in annual St. Patrick's Day Parade.
- Completed 79 new fire safety building inspections and 48 re-inspections (includes inspections conducted by station personnel).
- The Department is conducted training in a house that is scheduled for demolition – The training was featured in a Capital newspaper article.
- Chief Stokes and Deputy Chief Simmons held a meeting with Acting Police Chief Baker. The meeting was very productive.
- Department Accident & Injury Review Board met to review vehicle accident and work related injuries.
- Chief Stokes & Captain Grimes attended a meeting with AA County Fire Department staff to discuss strategies to improve hospital re-route issues.
- Our personnel installed 7 smoke detectors and 0 CO alarms and conducted 16 public education events.
- The Fire Marshal's Staff conducted 95 Fire Permit/Plan Reviews and 16 Building Permit Reviews.
- Training hours completed – 2433
- ISO rating – Class 2
- Conducted Annual OSHA required flow testing of all self contained breathing apparatus (SCBA).
- The boat/road flare and fireworks disposal program has been a great success. Citizen feedback has been very positive; the rate of collection has slowed down some from the initial announcement of the program.

- The Department has developed a fire hydrant inspection form and short training video to conduct hydrant inspections for Public Works. Inspections will start in April.
- Chief Stokes served as Acting City Manager from 2/18 – 3/5
- This month's Fire Prevention Message – "Stay Alive, Don't text and drive"
- The City & County Fire Department, City Manager Tom Andrews and other City staff participated in a wreath laying ceremony on March 6th for the 117 year anniversary of the City's first recorded firefighter Line of Duty death William Brown of the Water Witch Hose & Ladder Company.
- The Training Division hosted the Council of Academies (Fire Training Academies from across the State) meeting.
- Personnel conducting annual review of Sexual Harassment and Discrimination policy this month.
- Fire Marshal staff participated in greeting students at Annapolis High School along with APD and City Alderpersons.
- Still working with Volunteer Firefighters to create Length of Service Awards Program (LOSAP).
- Submitted nomination for the Senate Paul S. Sarbanes Fire Service Safety Leadership Award the Department did not receive this award.
- The Department is working with the American Foundation for Suicide Prevention to film a public safety video that will be aired on Washington News Channel 4.
- Chief Stokes attended the County Executive's Public Safety Core Group Team.
- Still working on securing documents for the STAR Program – waiting on identification of Priority Community to complete the project.
- The Department in partnership with Risk Management developed a "Bed Bug" identification and prevention training program. Included are the procedures to mitigate a bed bug infestation. We have not had an issue with bed bugs in City fire stations, but the County has had several infestations in fire stations. This is a pro-active approach to hopefully prevent a problem.
- Chief Stokes & Deputy Chief Simmons attended the Historic District Sprinkler Committee meeting.
- Executed an Administrative Search Warrant for an address on George Ave after being refused entry by the owner for a life safety inspection.
- Investigator/Firefighter 1st Class Brooks and Investigator/Firefighter Madison were nominated for a Unit Citation by Sgt D. Miguez of the APD for their assistance on a shooting.
- Investigator/Firefighter 1st Class Brooks and Investigator/Firefighter Madison conducted an all day EOD demonstration for the Boy Scouts of America.

Financial Activity Report

- OVERTIME COSTS: (Note: Budgeted monthly average \$35,833.00).
- For the month of March the Department used 653.25 hours of overtime at a cost of \$35,812.67 this represents a usage of 8.33% of our total annual budget available for overtime. Our YTD overtime expenditures are \$392,972.76 or 91.39% of our annual OT budget.
- We currently have two (2) employees on extended disability leave, two (2) on modified duty and a total of eight (8) vacancies – five (5) are Firefighters, one (1) is Deputy Chief position, one (1) is Battalion Chief of Special Operations position and one (1) is Contractual Exercise and Training Program Coordinator in OEM.

Major Planned Actions

- Continue with Smoke Detector outreach program.
- Chief Stokes to act as City Manager April 9-17th.
- SAFE Station Program kick-off Press Release.

- Provide EMS support for Wounded Warrior bike ride
- Provide EMS support for St. John's College/USNA Croquet Match
- Child Abuse awareness training
- Attend briefing at EOC on Governor Opioid epidemic

Emergency Management

Incidents and Events

March 1st – Severe Thunderstorms

- OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about damaging wind gusts, heavy downpours, and dangerous lightning in the Annapolis area.

March 2nd – Don't Frack Maryland Rally and March

- OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about the Don't Frack Maryland Rally and March, which brought a large crowd and rolling traffic closures to Annapolis.

March 5th – Annapolis St. Patrick's Day Parade

- The Emergency Operations Center (EOC) was partially activated from 10:30 am to 4:30 pm to monitor the parade downtown.

March 14th – Winter Weather

- OEM sent five Emergency Management Alerts to inform key officials, employees, and surrounding partners about the winter weather system that impacted the Annapolis area and reiterated important safety messages and information.
- The Annapolis Call Center was open until 6:00 pm to take calls regarding the snow event.
- March 21st – Governor Larry Hogan Visit to the Emergency Operations Center
- Governor Hogan stopped by OEM and was given a tour of the Emergency Operations Center. The Emergency Operations Center served as Command Post during the Governor's Inauguration and is available for use by the Governor.
- March 31st – Coastal Flood Advisory
- OEM sent one Emergency Management Alerts to inform key officials, employees, and surrounding partners about a Coastal Flood Advisory issued by the National Weather Service. City Dock received minor flooding during this event.

Planning

- On March 30th, the Office of Emergency Management submitted a grant application to the Maryland Emergency Management Agency for the Hazard Mitigation Grant Program. This grant, if approved by

FEMA, could provide the City with \$3M to construct a flood mitigation project downtown that involves backflow preventers, pumping stations, and stormwater improvements. This pursuit is a collaboration of the Mayor's Office, the Office of Emergency Management, Public Works, and the United States Naval Academy, with support from Sen. Cardin and Rep. Sarbanes.

- OEM attended a meeting on March 7th along with the Fire Department to discuss the efforts to achieve STAR Certification.
- On March 15th, OEM participated in the quarterly local emergency manager's meeting facilitated by MEMA.
- OEM attended the Weather It Together meeting on March 16th.
- OEM participated in the Public Safety Committee meeting of the City Council on March 20th.
- On March 21st, OEM staff conducted interviews with Exercise, Training, and Outreach candidates.
- On March 21st OEM staff participated in a Baltimore UASI Recovery Conference Call. This call was a checkup to gauge where jurisdictions are in their Recovery Planning process.
- On March 27th, OEM held a meeting for City staff who will be attending the National Hurricane Conference next month.
- On March 28th, OEM staff participated in the Baltimore UASI Recovery Meeting in Harford County.
- On March 29th, OEM spoke with Smith Planning & Design about the status of and next steps for the development of the Natural Hazard Mitigation Plan Update. The Plan is on track and will be completed this summer.
- On March 30th, OEM and the Health Department held the first meeting to plan the 2017 Drive Through Flu Clinic, which will take place in the fall.
- OEM Staff finalized a draft for the Fixed Nuclear Power Plant Ingestion Pathway Plan, which has been required by MEMA. OEM is reviewing this plan, and will send it to MEMA for approval in April.
- OEM has begun conducting Recovery Support Function "Interviews". These sit downs are crucial to the development of Recovery Support Function Annexes for the Annapolis Disaster Recovery Plan.
- OEM Staff continues the final review of EOP Annexes.
- OEM Staff attended the Local Emergency Managers Workshop Session on March 30th focused on the Opioid Operational Command Center (OCCC), and the role of Local Emergency Management Agencies.

Training/Exercise

- OEM hosted two Incident Command System (ICS 300 and 400) courses from March 13th – 16th. Some OEM staff also completed this training.
- On March 20th, OEM staff attended a Basic Supervision Training. This training went over leadership concepts to utilize while managing staff members.
- On March 22nd, OEM participated in the MEMAC quarterly drill using the new WebEOC system.
- On March 23rd and 24th, OEM staff completed FEMA's Homeland Security Exercise and Evaluation (HSEEP) course.

Outreach

- On March 17th, OEM Staff met with the City's Web Developer to go over Social Media, the City Website, and other outreach and public education tools.
- On March 9th, OEM presented to administrators of assisted living facilities and nursing homes regarding the protocol for notification of power outages and other emergencies in Glen Burnie. Anne Arundel County also delivered presentations at this training event.

- On March 23rd, OEM staff conducted outreach at Bloomsbury Square in Annapolis. This outreach provided residents with guidelines to follow in event of an emergency or fire situation.
- OEM has been working with We Care & Friends and the Stanton Center for the Winter Relief Warming Center. The Stanton Center activated 11 times during the month of March and supported 139 patrons and 310 patrons so far this winter.
- OEM has increased its Twitter followers to 1,278.
- OEM has increased its Facebook 'likes' to 1847.

Grants Management

- Emergency Management encumbered funds in March for various Urban Area Security Initiative (UASI), State Homeland Security Program (SHSP), and Hazardous Materials Emergency Preparedness (HMEP) grant purchases on behalf of the HazMat team, the Fire Department, the Annapolis Police Department and the Office of Emergency Management Emergency Operations Center.
- OEM assisted the Finance Department with supporting grant information for a routine audit.
- OEM met with the HazMat Team, Bomb Squad and Police Department to discuss future purchasing priorities for grant reporting purposes.

March 2017

UASI FY 2015 Hazmat Team	\$5,118.13
UASI FY 2015 LETPA	\$2,437.50
SHSP FY 2015 EOC/Alternative EOC Project	\$2,488.00
UASI FY 2016 Hazmat	\$999.00
	\$1,674.77
UASI FY 2016 LETPA	\$2,995.00
	\$4,995.00
UASI FY 2015 MCCV	\$197.94
UASI FY 2016 MCCV	\$6,640.66

HMEP FY 2015	\$2,537.76
TOTAL March Grant Expenditures	\$30,083.76

Police Department

Notable Incidents:

Shooting 17-0926 4 March, 17 @ 1829 hours Edgewood Road at Bembe Beach

The victim claimed he was in the park at Edgewood Road and Bembe Beach Roads when he was shot by an unknown person. This investigation remains active.

Burglary 17-1096 17 March, 2017 @ 2321 hours 800 Severn Ave.

Officers responded to the 800 block of Severn Ave. for a burglary in progress. As they arrived officers were informed that an unknown suspect entered the residence through a rear window and subsequently fled from the residence. Sergeant Brown immediately called out with a subject walking in the area near Wells Street and Adams Street. The suspect **Gordon Alexander Collins** was placed under arrest for the burglary. Gordon has prior arrest for Burglaries.

Community Service

C-Safe	Total		Victim Services	Total
Parole & Probation home visits	0		Burglary reports	16
DJS home visits	0		Victim's contacted	16
DJS school visits	0		Residential Survey	2
HEAT meetings	2		Commercial Survey	1
Hispanic Liaison	Total		Neighborhood Safety Training	
Translator Contacts	22		Community requests	9
Victim Contacts	8		McGruff Appearances	0
Total Contacts	48		Watch Your Car	Total
Court Hours	2		Auto Theft reports	2
School Visits	32		Theft from Auto reports	11
Officer Activity	Total		Vehicles Registered	0

Meetings	46		Scooters Registered	0
Total School visits including Hispanic Liaison	42		TFA/ Auto Theft Initiative Letters Sent	29
Calls for Service	11		J.O.I.N.S.	Total
Reports	4		Juveniles currently in JOINS	0
Foot Patrol Hours	10		Unsupervised juveniles	0
Business Checks	35		90 day supervision juveniles	0
Bank Checks	4		Home visits	0
Traffic Stops	2		School visits	0
Traffic Citations	1		Juveniles arrested	24
Traffic Warning	1		Juveniles that didn't qualify	22
FIR	0		Juveniles that qualified	2
Warrant Attempts	1		J.O.I.N.S. Hearings	0
Emergency Evaluation	0		Closed J.O.I.N.S. cases	0
CDS Arrests	0		Explorers	Total
Warrant Arrests	0		Current Explorers	4
On View Arrests	0		Interested Explorers	1
Traffic Arrests	0		Explorer Post Training days	2
Summons	0		Community Events Attended	0
Juvenile Citations	0			
Total Arrests	0			
Events and Activities	66			

Community Complaints: (9)

- Homeless tent in woods S Villa Ave 3/16/17 tent and trash removed by AACo Public Works
- McGuckian St Complaint of vehicles parked on street with bad tags. 5 vehicles initially tagged for 48 hours. 2 Vehicle towed. One was towed after displaying a tag belonging to another vehicle. One towed after 48 hours expired. Two vehicles were moved from the street. Last vehicle, I spoke to one of the owners and the vehicle will be moved.

- 500 block Royal St-Complaint of vehicles parked on the street with bad tags. Tagged 2 vehicles for 48 hours. Both vehicles moved from the street. During a check of the street one vehicle found parked on fire hydrant and was issued parking citation. Further investigation of vehicle showed tag displaying expiration tab belonging to a different tag. Tag was confiscated and vehicle moved by owner. Code Enforcement also investigating the owner (Ryan Wheeler) for running auto business out of residence and possible violations through MVA related to dealer tags.
- Uptown at Murray Hill-Complaint of juveniles cutting through the property and causing damage. Will be keeping checks at dismissal time. Did make one check and found the children walking on the sidewalk past the property. Did find a group of children hanging on a side street and they were sent on their way.
- Quiet Waters Apartments – CDS/Gang activity. Place patrol request on complaint tracker.
- Addressed parking complaint for property management for Annapolis Overlook Community – referred to SP+
- Communicated with property management from Fairwinds about reporting suspicious activity and possible installation of cameras. Checks were requested by patrol and flex. Referred to Cpl Truitt for further advice on cameras. Responded to Alderman Pfeiffer in reference to same complaint.
- Spoke to service manager of Mercedes Benz about a complaint where they are parking the transportation trucks on Dominoe Rd.
- CDS activity in Oxford Landing. DEU is working the area and will advise of their findings.

Community Service Section attended the following meetings in: (46)

- CSAFE/ HEAT Team meeting (2)
- City Council Meeting (3)
- Comstat Meeting (1)
- Youth Mentorship Meeting (3)
- Safe Streets Coalition Meeting
- City Council Security Meeting
- Annapolis Substance Abuse Prevention Coalition Meeting
- HACA MeetingBanning
- UASI PIO Meeting
- Latino Moms Meeting (2)
- Latino Community Meeting
- Hispanic Parents group meeting (5)
- Meeting about Teen Court with AACO PD
- History Consortium Meeting about 150th Anniversary
- Homeless Coalition
- Meeting with Mary Biro from First Baptist Church (W Washington St)
- Meeting with Alexis Viegas from Jaycees about City Christmas tree
- ASAP Coalition Meeting
- UASI PIO Committee
- City Council Meeting – 150th Anniversary
- Provided training for AAMC Nurses home visit program
- Women's History month panel discussion
- Hunt Meadow – Carriage Run Road ACB
- Robinwood Resident Council Meeting
- Shearwater Community Meeting

- Severn Savings Bank Meeting (Scholarship Program)
- Meeting with Papa John's owner in reference to Scholarship
- HH/EPT community meeting
- Bloomsbury Square Meeting.
- Newtowne 20 Meeting
- Meeting with Karen Kline (Center for Help)
- Meeting with the group SEEDS.
- Meeting with Theresa Tudor (How to Calm Latino Tensions)
- Joven Noble Circle Keepers PD
- Special Board Meeting Community Action Agency
- International Community Meeting

Community Service Section participated in the following events/ activities: (66)

- Character Counts! Program. (13)
- Homework Clubs (24)
- Assisted Recruiting in performing (3) home visits
- Most Wanted Taping (1)
- Dr Seuss Day Annapolis Elementary School
- Dr Seuss Day Georgetown East Elementary School
- Dr Seuss Day Eastport Elementary School
- Dr Seuss Day Chesapeake Children's Museum
- Participated in the St Patrick's Day parade and handed out 3,000 green beaded necklaces.
- Governor visit to APD for Anniversary
- Boy Scout Troop visit
- Attended session of Teen Court
- Provided training for AAMC Nurses home visit program
- Women's History month panel discussion
- Met with HOA president from Shearwater, walked the property and reviewed areas of concern and recommended security improvements.
- Prayer vigil in Woodside Gardens
- Replaced ropes and added anniversary flag to flagpole.
- Spoke with Navy MWR about reserving bounce houses for Expo
- Assisted patrol during staff shortage
- All Hands on Monday nights
- Assisted with March for Life demonstration
- Filed Taxes for Explorers
- Completed back tax filings and Articles of Revival for Explorers business license
- Assisted recruiting with interviewing several applicants for the position of Crime Lab Technician
- School field trip from Severn School visited the station with 24 students and 6 chaperones. Organized demonstration and tour of the station and Bearcat.
- Hosted a group of Cub Scouts and gave tour of station
- Completed and submitted business incorporation application to the state for the Annapolis Police Scholarship Fund
- Completed IRS 501 c 3 application for Annapolis Police Scholarship Fund
- Assisted with establishing a business account at Severn Savings Bank for the Annapolis Police Scholarship Fund

Community Service Section participated in the following training: (25)

- Explorers Meeting/ Training (2)
- Every Tuesday Joven Noble Annapolis Middle
- Every Wednesday Joven Noble Maryland Hall
- Every Thursday Joven Noble Bates Middle
- In-service for all officers in Community Services (2)
- AA County In Service (4)
- DNA Collection Training
- Provided training for AFD PIOs
- Learning for Life Youth Protection Course Training Course (Explorers)
- Learning for Life Exploring Ride-Along Safety Training (Explorers)
- How to Mentor 1st Graders influenced by gangs

Press Releases about Community services: (3)

- APD scholarship and the Promo Code with Papa John's
- Public Safety Expo
- 150th Anniversary events

Other:

- Letters have been mailed out to all Retirees in reference to the 150th Anniversary Activities. We also requested their participation.
- An account was set up at Severn Savings Bank for the APD scholarship fund.
- Pamphlets have been made to hand out to the public in reference to the scholarships.
- A.L.E.R.T supplies were ordered (\$3,500).
- Researched and wrote School Bus Safety Enforcement program grant funded by GOCCP
- Spring Break activities for Kids Club and Pop Up Camps
- Coordinating efforts with multiple agencies for VPI Call In scheduled for May 10th at 6 pm.
- Continued planning for Public Safety Expo on April 22nd.

JOINS:

- Officers reviewed (24) reports for the (24) juveniles arrested during this period. Of these cases, (2) met the JOINS Criteria. The two cases where the Criteria was met, both suspects did not want to participate. These two cases were forwarded to Juvenile Services. There are currently (0) youth in the program. (0) juveniles are on 3 month Supervised Probation. (0) juveniles are on unsupervised probation. (0) juveniles completed the JOINS program in (0). A total of (0) home visits were made and (0) school visits.
- Juveniles that qualify will start entering into Teen Court in April. Teen Court is a program designed by AA County Police and conducted at the District Court House in Annapolis.

Hispanic Liaison:

Mr. Hudson had graduation for his Joven Noble class. Seventeen kids graduated. He has also organized a Hispanic Moms group and a Hispanic Dads group that meet weekly.

ALERT Grant: All March cases have been reviewed. Letters have been sent to each victim.

Vehicle Theft Prevention Numbers

- 2 auto thefts reported
- 0 bicycle thefts reported
- 16 burglaries reported
- 11 thefts from vehicles reported

Explorers POST 199:

The Annapolis Police Explorers had (2) meetings in Feb. 2017. (4) Explorers in program and (1) interested in applying.

Explorers Meetings – Instruction on Use of Force and ASP Baton. Four members attended. One other possible member will be joining in the future. Two Explorers joined us on March 5th at the St. Patrick's Day Parade. Second Explorer meeting, Explorers worked on Marksmanship.

Annapolis Police Department March 2 2017

	B/M	B/F	W/F	W/M	H/M	H/F	AI/M *	Asian/M	Total
Sworn Personnel	27	3	10	65	3	2	1	2	113
	24.32%	2.70%	9.01%	56.76%	2.70%	1.80%	0.90%	1.80%	100.00%
Part-Time Personnel	6	4	1	3	0	0	0	0	14
	42.86%	28.57%	7.14%	21.43%	0.00%	0.00%	0.00%	0.00%	100.00%
Full-Time Personnel	1	6	11	9	1	1	0	0	29
	3.45%	20.69%	37.93 %	31.03%	3.45%	3.45%	0.00%	0.00%	100.00%

Sworn Personnel/Allotted positions	B/M	B/F	W/F	W/M	H/M	H/F	AI/M *	Asian/M	Total
Minority Percentage	22.52%	2.70%	9.01%	57.66%	3.60%	1.80%	0.90%	1.80%	100.00%
Chief (1)									
Major (1)				1					1
Captain (3)		1		2					3
Lieutenant (6)	1			4					5

Sergeant (12)	3		2	5	2				12
Corporal (14)	2		1	8		1	1		13
Officer First Class (51)	11	1	3	32	1			1	48
Officer (26)	8	1	4	12	1	1		1	28
Total Sworn Personnel (124)	25	3	10	64	4	2	1	2	113

Building Activity

► **Allen Apartment Stream Restoration Project (2019 Forest Drive – #GRD16-0022)** Permit issued 3/21/17.

► **Annapolis Shakespeare Theater (1804 West Street – BLD17-0085)** Permit issued for tenant fit-out on 3/15/17. Progress inspection 3/29/17.

► **Annapolis Harbormaster's Bldg (1 Dock St - #BLD16-0081)** Permit issued 3/18/16 to replace roof. No inspections to date.

► **Annapolis Police Department (199 Taylor Avenue – #BLD16-0353)** Permit issued 9/1/16 for changes to indoor firing range. No inspections to date.

► **Annapolis Townes at Neal Farm (Dorsey Drive–#GRD16-0001)** Permit issued for grading for new subdivision. Progress inspection performed 3/31/17.

► **Annapolis Transportation Department (308 Chinquapin Round Rd #BLD15-0406)** Permit issued 7/31/2015 for alterations and repairs. Progress inspection of 11/4/16 passed. Still waiting on U.L. certification of equipment.

► **Annapolis Yacht Club (2 Compromise St #BLD15-0840)** Permit issued 1/8/16 to stabilize building due to fire damage. Progress inspection May 24, 2016.

► **Annapolis Yacht Club (2 Compromise Street-DEM16-0032)** Permit issued 7/12/16 for interior demolition. Contractors met on site and are preparing to remove the remaining interior finishes and mechanical equipment inspections since pre-construction meeting of 8/30/16.

► **Annapolis Yacht Club (2 Compromise Street – #BLD17-0127)** Permit issued 3/20/17 for concrete repairs to building.

► **Anne Arundel County Force Main Project (Bay Ridge Road – #GRD15-0027)** Permit issued 10/14/2016. Project not started as of 12/2/16.

- ▶ **Anne Arundel County Force Main Project (Edgewood Road - #GRD15-0002)** Permit issued 10/13/2016. Progress inspection 12/21/16.

- ▶ **Autobell Car Wash (1918 West Street - #BLD16-0670)** Permit issued 12/21/16 for alterations. Passed ceiling close in inspection 2/22/17. Final inspection pending.

- ▶ **Bywater Park (800 Bywater Road – #GRD15-0053)** Permit issued 8/18/16 for Stream Restoration project. Progress inspection 12/22/16.

- ▶ **Chart House Restaurant (300 Second Street #BLD14-0311)** Permit issued 9/5/14 for Phase I work to include enclosing existing exit stair, new appetizer prep area in kitchen; new entry, bar, dining room, restrooms & private dining room. All work complete except for striping ADA parking spaces.

- ▶ **Chart House Restaurant (300 Second Street #BLD14-0312)** Phase II alterations. All work complete except for striping the ADA parking spaces.

- ▶ **Chesapeake Auto Body (1799 Margaret Avenue–#BLD16-0502)** Permit issued 11/14/16 for new body shop. Footer inspection passed 11/28/16. Fines were paid for working without permits. Partial slab inspection 3/31/17.

- ▶ **Chesapeake Properties (48 Randall Street - #BLD16-0755)** Permit issued for tenant fit-out 2/6/2017. Progress inspection passed.

- ▶ **Chinquapin Round Road Self Storage (1833 George Avenue–#GRD16-0013)** Permit issued 11/1/16 for grading for new commercial building.

- ▶ **Chinquapin Round Road Self Storage (1833 George Avenue–#BLD16-0284)** Permit issued 11/1/16 for new commercial building. Concrete slab inspection passed 12/22/16. Partial waterproofing passed 2/2/17. Slab inspections passed 3/17/17.

- ▶ **Chipotle – (36 Market Space–#BLD15-0515)** Permit issued 7/11/16 for new restaurant. Progress inspection passed 1/7/17. Slab inspection passed 1/24/17. Framing inspection passed 2/27/17. Ceiling close-in inspection passed 4/4/17.

- ▶ **City Hall (160 Duke of Gloucester Street – BLD13-0621)** Permit issued 5/24/16 to add concrete pad & generator. Inspections are progressing. Slab inspection 6/7/16. Contractor needs to call in a final inspection.

- ▶ **City Hall (160 Duke of Gloucester Street – BLD16-0188)** Permit issued 5/24/16 to replace HVAC and ductwork. Progress inspection 5/26/16. Electrical inspection failed 11/3/16.

- ▶ **Corner Bakery Café (2140 Forest Dr #BLD15-0772)** Permit issued 3/23/16 for tenant fit-out. Failed framing inspection 5/2/16. Ceiling close in passed 1/24/17. Mechanical final failed on 3/21/17. Plumbing final pending.

- ▶ **Evelyn's Place (24 Annapolis Street – #BLD15-0441)** U&O issued 3/7/17.

- ▶ **Enclave Development (1 – 11 Enclave Ct- Permits #BLD16-0517-BLD16-0522)** Permits issued 3/1/17 for new six townhouses. Slab inspections passed 3/31/17.

- ▶ **Enclave Development (25–33 Enclave Ct- Permits #BLD16-0736-BLD16-022)** Permits issued 3/31/17 for new five townhouses.
- ▶ **Kenwood Kitchens (1415 Forest Drive - #BLD16-0772 & GRD16-0026)** Grading & Addition to existing building permits issued 3/31/2017. Construction started with footer inspection 4/5/17
- ▶ **Lupita's Restaurant (1313 Forest Drive – #BLD15-0768)** Permit issued 6/13/2016 to expand restaurant. Progress inspections on walls only passed 11/30/16.
- ▶ **Mary E. Moss Academy (245 Clay Street – #BLD16-0381)** Permit issued 8/31/2016 for minor renovations. Slab inspection 10/12/16.
- ▶ **Maryland Hall for the Creative Arts (801 Chase Street - #GRD15-0058)** Grading for new addition – Permit issued 2/8/17.
- ▶ **Miracle Ear (509 S. Cherry Grove Avenue, Suite A –#BLD17-0017)** Permit issued 3/27/17 for tenant fit-out.
- ▶ **The Monarch School (2000 Capital Drive –#BLD15-0846)** Permit issued 11/29/16 for tenant fit-out for new school. Progress inspection passed 1/7/17. Insulation inspection passed 2/6/17. Framing inspection passed 3/29/17
- ▶ **Primrose Hill Development (1 & 3 Milkshake Lane – #GRD15-0060)** Permit issued 10/27/16 for new Primrose Hill Development. Progress inspection 11/22/16.
- ▶ **Rocky Gorge (Aris T. Allen Blvd #GRD14-0006)** Grading permit issued for new development. Progress inspection 12/1/16.
- ▶ **Rocky Gorge (Aris T. Allen Blvd #BLD14-0252)** Permit issued 6/25/14 for 1st single family dwelling in Rocky Gorge development. No inspections to date.
- ▶ **Scott Brothers Liquor Store (936 Bay Ridge Road – #BLD16-0078)** Expand into neighboring unit. Permit issued 4/28/2016. Final inspection passed 3/16/17.
- ▶ **Stanton Center (92 W. Washington Street – #BLD15-0527)** Permit issued 8/31/2016 for minor interior work. No inspections to date.
- ▶ **Third Eye Comic (209 Chinquapin Round Road, Suites 200 & 400 - #BLD17-0090)** Permit issued 3/10/17 for tenant fit-out. Framing and slab inspection 4/3/17.
- ▶ **Timothy House & Gardens** – Permits issued 2/14/2017 for grading & renovations to units.
- ▶ **Ultimate Hearing Solutions (509A S. Cherry Grove Avenue-#BLD17-0017)** Permit issued 3/27/17 for tenant fit-out. Framing passed 4/4/17.
- ▶ **Village Greens (S. Cherry Grove Avenue, starting with #BLD11-0026 et al)** Job progressing. All permits have received their final inspections.

- ▶ **Watergate Village Apartments (700 Americana Drive #BLD15-0485)** – Entire building repairs due to fire damage. Permit issued 4/29/2016. Permit finalized 2/17/17.

- ▶ **Flamant (17 Annapolis Street – #BLD16-0243)** Permit issued for tenant fit-out for new restaurant 9/26/2016. Framing inspection passed 11/4/16. Trade inspections progressing. Ceiling close in passed 1/13/17.

- ▶ **400 & 406 Chesapeake Ave (#GRD15-0042)** Permit issued 3/18/16 for grading for new mixed residential and commercial building. Progress inspection done 11/30/16.

- ▶ **400 & 406 Chesapeake Ave (#BLD15-0557)** Permit issued 3/18/16 for new building. Footing inspection 11/14/16. Progress inspections on garage framing passed 2/24/17

- ▶ **110 Compromise Street (Formerly Fawcett's - #BLD16-0289)** Permit issued 8/30/16 for renovation and addition. Footer inspections passed 3/7/17.

- ▶ **706 & 712 Giddings Avenue (#BLD16-0446)** Permit issued 3/2/17 to expand & modernize the building. Roof removal has started.

- ▶ **122 Main Street (GRD15-0035)** Grading for new commercial building – Permit issued 2/12/2016. Progress inspection done 11/24/16.

- ▶ **122 Main Street (BLD15-0395)** Permit issued 2/12/16 for new commercial building. Progress inspection 10/13/16. Drain tile passed 1/3/17.

- ▶ **1415 Forest Drive (#BLD16-0772)** Permit issued 3/31/17 to add to 2-story mercantile/office building. Building footing inspection 4/5/17.

- ▶ **Various locations throughout the City (#BLD15-0632)** Permit issued 10/9/15 to install 11 bus shelters.

Planning Activity

Comprehensive Planning

- March 2: Attended CPR training in City Hall (thank you, Emergency Medical Services!)
- March 6: Began meeting with consultants for Forest Drive Sector Study
- March: Continued to meet for application on 1750 Forest Drive regarding access onto S. Cherry Grove
- March 16: Attended monthly Weather It Together meeting
- March 16: Attended Annapolis Neck Peninsula Federation meeting to announce the beginning of the Forest Drive Sector Study
- March: Worked on gathering documents for Annapolis Neck Peninsula Federation Public Information Act request for all documents related to the Forest Drive Sector Study.
- March: Enlarged scope of Forest Drive Sector Study to include Eastport.

- March 21: Attended webinar on grant funding for bicycle projects
- March 22: Met with Ward One representatives to discuss City Dock Master Plan
- March 25: Attended Annapolitans for Responsible Development meeting to announce the beginning of the Forest Drive/Eastport Sector Study.
- March 28: Met with EOC to discuss post-disaster recovery plans.
- March 28: Met on applicants for 2010 West Street
- March 31: Met with AACO to discuss the update to the Parole Town Center Plan
- March: Worked on wayfinding installation

Current Planning

Monthly News/New Projects:

- Variance (VAR2017-006) for Chandler, LLC, to vary the applicable floodplain elevation in order to redevelop the property by repurposing the existing (former Fawcetts Boat Supply) building for mixed-use maritime, retail and restaurant project, located at 110 Compromise St.,
- Admin Adjustment (ADJ2017-002) & Site Design Plan Review (SDP2017-008) for Kenneth Leitch, for a one foot reduction of the established front yard setback, located at 916 Creek Dr.,
- Site Design Plan Review (SDP2017-013) for BGE, for a Consistency Report to replace an existing gas line, located along Compromise St.,
- Subdivision (SUB2017-003) for Catherine Evans, for lot consolidation, located at 174 Acton Rd.,
- Site Design Plan Review (SDP2107-010) for Yard LLC, to renovate an existing building, located at 311 Third St.,
- Zoning Text Amendment (ZTA2017-002) for O-18-17, Personal Care Establishment in the PM District,
- Administrative Adjustment (ADJ2017-003) for Page Winter, for a 20% reduction of the side yard setback in order to construct a one-story rearward addition, located at 116 Archwood Ave.,
- Port Wardens (PORT2017-009) for Jeffrey Howell, to replace in-kind a pier and floating boat lift and add a deep water slip, located at 703 Arundel Pl.,
- Site Design Plan Review (SDP2017-011) & Forest Conservation Plan (FCP2017-005) for 39 Hudson, LLC and West Hudson Street, LLC, to develop a contractor shop yard for Absolute Fire Protection, including cell tower in phase II, located at 39 Hudson St.,
- Special Exception (SE2017-003) & Variance (VAR2017-007) for SPCA, to redevelop the existing animal buildings and associated improvements into, located at 1815 Bay Ridge Ave.,
- Variance (VAR2017-005) for Chesapeake Bay Assoc., to reduce the side yard setback for proposed storage units and a stairway to a proposed storage building, located at 105 Eastern Ave.,
- Forest Stand Delineation (FSD2017-001) for Parole Place LLC, for a planned development including retail, multi-family and townhouse, located at 103 Old Solomons Island Rd.,

Major Planned Actions:

Planning Commission, April 6, 2017:

Public Hearings and Deliberations:

1. ZTA2017-001: Ordinance O-6-17, for the purpose of introducing Food Stores as a permitted use in the C2A, Special Conservation Business District and removing the erroneous reference to a standard for Food Stores in the PM2, Professional Mixed Office District,

New Business:

1. Status Report on Maritime Study: Spurring Maritime Innovation in Annapolis authorized under R-01-16,
2. SUB2016-007: Final Record Plat approval for a subdivision known as South Annapolis Yacht Centre by State Street Holding , LLC, Pyramid Maritime One, LLC and Pyramid Maritime Two, LLC property owner, to reconfigure ten (10) existing parcels into ten (10) new lots as part of a comprehensive redevelopment of the former Sarles Boatyard and Petrini Shipyard, on property located on State Street, Washington Street and Boucher Avenue,

Board of Appeals, April 4, 2017:

Public Hearings and Deliberations:

1. Meeting cancelled

Community Development Block Grant

Completed 1st draft of the CDBG FY 2018 Annual Action Plan. HUD requires that each year, the city submit a plan for its CDBG entitlement allocation and describe its planned activities for ending homelessness, encouraging fair housing, removing barriers to affordable housing and other activities to support organizations that provide services to low and moderate income residents. The Housing and Community Development Committee voted on its funding recommendations which will go to the city council in May. The City does not expect to get the amount of its allocation until after April 28th when Congress votes on the FFY 2017 budget.

Created two fair housing brochures for the city. With the help of our Hispanic liaison, Roxanna Rodriguez, created a Spanish version of the brochure. Continued participation in the Regional Fair Housing group meetings regarding the Fair Housing Assessment required for all CDBG recipients in FY 2019.

Began the HUD Part 58 environmental review process for both CDBG and HACA projects for the FY 2018 entitlement and capital HUD funding.

Continued follow-up on floor replacement project at the Stanton Center. Hopefully the project will begin in April.

Reduced deferred loan amount for the Homeowner Housing Rehabilitation Program from \$40,000 to \$30,000 to enable the city to help more homeowners by stretching our CDBG dollars.

Homeless

Homeless Coalition Board Meeting: Topics covered at this meeting included the results of the Youth Reach project and discussion of implementing a coordinated assessment which will be required by HUD in January 2018 for both Emergency Solution Grant and Continuum of Care funding which amounts to over \$2M for homeless programs in the city and county.

Attended Emergency Solutions Grant funding training hosted by Maryland Department of Housing and Community Development (DHCD). The City, partnering with the Light House Shelter will submit an

application in May for \$145,000 for operations and rapid rehousing funds for the shelter. Staff met with the Light House to begin drafting the application.

Community Legacy Program/Strategic Demo

Extension of the \$100,000 demolition grant for the Bowman Building was approved.

Submitted quarterly report for Bowman Veterans housing project.

MPDU Program

Currently there are two MPDUs under contract, 1001 Tyler and one in Boucher Place. Revised certification process for program. City Planning Director will now sign "Eligibility Certification" and correspondence related to the certification process and MPDU availability will be sent by CD staff. Worked with Alderman Budge on revisions to the MPDU legislation to resolve some problems with the legislation.

Historic Preservation

Administrative approvals issued - 21

Total estimated costs of approved applications - \$226,333.00

Private - \$225,833.00

Public - \$500.00

Public Hearing approvals issued - 4

Total estimated costs of approved applications - \$18,000.00

Private - \$18,000.00

Public - \$0

Economic Development

- Provided 42 start-up, retention and growth support services for businesses and nonprofits to: connect them with potential loans/investors, provide no-cost consultation; locate space; conduct market research; resolve permitting, signage and loading issues; and develop workforce
- Completed 18-month Work Plan/Budget (through FY2018)
- Updated the City's New and Expanding Businesses List and Citywide Vacancy Report
- Participated in 66 meetings and events with city departments and business support organizations to:
 - Re-align purpose, plan, create/print handouts, conduct monthly Business Leader's Meeting (with Speaker: AAWDC Program), and follow up with a summary newsletter and pdfs of handouts
 - Absorb and delegate Small & Minority Business Liaison activities
 - Complete economic impact section of an OEM/DPW \$3M FEMA grant proposal for flood mitigation equipment at City Dock
 - Assist with determining City's policy approach to medical marijuana businesses
 - Complete landing page text and set-up for City's Houzz webpage to connect better with City's contracting businesses
 - Continue working on a Panhandling/Homeless/Buskers educational brochure for downtown businesses

- Send (4) new-business Welcome Letters and (9) 2-Year Anniversary Letters
- Attend Maritime Advisory Board Meeting (City Liaison) and Anne Arundel County's Maritime Industry Advisory Board (to determine best ways to collaborate)
- Attend Maryland Defense Network; Exporting; PRSA Mining Social Media; DAP Facebook; SBA Mentoring Program; and SHA Bike, Pedestrian, Trail Grants workshops to stay abreast of latest assistance for businesses and business associations
- Assist with shepherding (including reviewing/editing reports, conference calls, meetings, etc.) studies/initiatives underway, each of which has economic development impacts
 - Historic and Cultural Heritage Assessment
 - Sea Level Rise (SLR) & Economics of Hazard Mitigation
 - Forest Drive and Eastport Sector Study
 - Comprehensive Maritime Economic & Zoning Study (completed; providing outreach to convey findings and recommendations)
- Align business development, events and marketing strategies with:
 - HPD/WIT/KHAB (Resiliency Planning efforts)
 - Fire/OEM (business rep to Sprinkler Workshop)
 - DPW (begin business outreach planning for Main Street reconstruction project)
 - SP+ (weekly meetings as business rep)
 - APD (business participation in Anniversary activities)
 - AA County/City Hispanic Liaisons (organize Hispanic Business classes)
 - AAEDC (ongoing support and resources)
 - AAWDC (cyber and youth workforce development initiatives)
 - Launch! Annapolis (entrepreneur and innovator events)
 - DAP (Committee, Board, and ad hoc support meetings)
 - SCORE (new maritime and arts businesses support programs)
 - A4RD (responsible development discussion)
 - MTPA (season kick-off reception)

Recreation and Boating

Recreation

- Get Smart Club and Get Smart Library, Maryland Food Bank After School Supper Club, Youth and Adult Open Gym, STAIR, Girls are Great at Science, DAFINA, 8-U Instructional, Basketball League and Clinic, ZSYBL Championship Playoffs – March 9th, all continue at the Stanton Center.
- Stanton Center won the March 18th W.I.S.E. Parks and Recreation Invitational Inter County Youth Basketball Tournament 9 -10 Division Championship and the 11-14 Division Championship at the Laurel DiPetro Community Center and Laurel Armory in Howard County.
- 8 girls participated in an United Health Care sponsored Zumba class at the PMRC – March 30th.
- Stanton Center held 26 Meetings and 10 events.
- PMRC Personal Training had 59 hours and 2,215 Fitness classes participants.
- Staff is hiring Lifeguard staff for Pool.
- Start of Youth Baseball Season – 31 teams registered.
- Completion of Spring Sports Registration & Scheduling – Kickball, Volleyball, and Baseball. Planning and actions items for Pass, Pick & Play.

- Preparations continue for the Adult Easter Egg Hunt.
- Registration continues for next school year for Latchkeys applications.
- Sent contract letters out to summer camp returnees.
- Summer camp planning continues.
- Created ARPD Newsletter for April
- COA and ARPD new website edits and troubleshooting were done by marketing staff.
- Staff started using the new ARPD e-news template with new CivicSend software
- Five weekly e-news sent and average number of subscribers in March was 6,180
- ARPD Facebook: reach up 95%, 28 new page likes (up 1,300%), 141 page views (up 2,720%), top reach post was on 3/6 promoting free ARPD baseball league clinic on 3/11
- ARPD Twitter: 10 Tweets (up 11.1%), 258 profile visits (up 32.3%), gained 5 new followers (now at 2,892), 5,621 tweet impressions (up 17.6%), top tweet was announcing Hello Horse program starting 3/13 (516 impressions), top media tweet was announcing the AIPPC Celebrating the Arts event on 3/5 (380 impressions)
- Created May ad for WUA magazine
- Created April ad for IDA
- Spring Modell's Team Weeks scholarship fundraiser started 3/17 to go through 4/27
- Finalized WNAV radio spring advertising/promotions
- Participated in Chesapeake Family Life's annual camp fair 3/4
- Live on-air Pass, Pick & Play interviews with WNAV 3/13 and 3/31
- Media Advisory for Pass, Pick & Play sent 3/29
- PMRC video update project (video editing 3/23 through 3/31)

Parks

- GreenScape- attended last organization meeting, met with volunteers at project locations, input all order forms into spreadsheet, made PO requests for six vendors, set up yard waste collection with DPW, made plant signs for delivery day, created BGE volunteers sheets, pairing up new volunteers with existing projects
- Nature Camp- researched and ordered education trunks from MDNR, continuing to prepare for camp.
- Adequate Public Facilities Plan review- staff reviewed and commented on plans for Lot 2 Chinquapin Road
- MIT- working with Shawn Wampler on reviewing the Trust of Public Lands Parkserve website and Anne Arundel County's LPPRP (Land Preservation Parks and Recreation Plan)
- Sold 239 more PMRC memberships in March than in February.
- We had 1660 more members use the PMRC in March than in February with a use of the facility total of 10,019 for the month of March.
- PMRC made \$13,551.50 in Rental Revenue in March.
- PMRC Front Desk busy with camp registration.
- On going with outreach to some local business to donate. We need at least (2) 42 in TV's and (2) gaming systems. This will give the Tweeners ages (11 to 17) something to do here at the center.

Boating

- Harbormaster staff, with tremendous support from OEM, City Manager, and Recreation and Parks was able to get approval from the Finance Committee and the Environmental Matters to allocate funds in the FY 2017 budget for a new patrol boat.
- Capital Improvement Committee met and further explored our need for Point of Sale technology and Reservation Software for all of Recreation and Parks.
- Construction has begun on Harbor Restrooms—public, downstairs, men’s room first. Our handicapped restroom is serving as the temporary public restroom
- The Harbormaster’s Office has hired 9 new seasonal employees. We will begin with a training day on Saturday, April 8th.
- Harbormaster’s staff continues to prepare for the Spring Boat show (April 28th and 29th) and Blue Angel’s Air Show (May 24th to 26th)
- We are moving forward with Park Mobile as the method by which customers pay for the boat ramp at Truxton Park. We will work with our Chief Communications Officer to release roll-out information. Our current credit card machine is relatively expensive and somewhat unreliable, but will remain in place with a cover, until the new system is a proven success.
- Aston Harald Sports is planning a Senator’s Cup Sailboat Race. This event is described as “Auto Racing meets Sailing. We are waiting for event organizers to submit the required application for permit.
- Harbormaster staff is having a great deal of difficulty in obtaining timely information from Maryland Natural Resources Police Communications office. Currently, we can only gather information from 830 to 4 pm on weekdays. We can only get copies of police reports by way of a lengthy form that can take up to 30 days to yield information. This is hindering our ability to complete our mission and to assist the Maryland NRP in her mission.
- Patrol 1 was repaired and will be readied for sale. The boat is proving to be expensive and unreliable, and noisy. Hearing protection has been ordered for boat captains since engine noise is above 85 decibels.
- Beth Mauk attended a Port Wardens meeting.
- Beth Mauk attended a West Annapolis Civic Association meeting with Mayor Pantelides. She provided an update on the progress her team has made in Weems Creek and general information about the Harbormaster’s Office.

Transportation

Monthly News

Special events:

- The annual four-day Film Festival began on March 30 through April 2. ADOT operated two trolley buses exclusively for this event. Total service hours were 91. There were 226 riders during the 4-day period, a 41% reduction in ridership compared to 2016.

Administrative

- Search continues for a contractual Maintenance Supervisor
- Three (3) drivers have been selected to participate in the statewide Transportation Association of Maryland’s (TAM) rodeo to be held on Saturday, April 22nd, 2017 in Elkridge, MD

- ADOT participated in a ribbon cutting ceremony with MTA Administrator, Mayor of Annapolis, Director of Transportation and other officials celebrating new MTA routes 210 & 215 connecting Baltimore with Annapolis and Kent Island

Activity Report

Transit Operations

Table 1 March 2017 Unlinked Passenger Trips

Route	March 2017	March 2016	% Change
Red	5,182	5,503	-5.83%
Yellow	2,850	2,756	3.41%
Green	6,450	7,415	-13.01%
Orange	1,821	1,763	3.29%
Gold	2,125	2,600	-18.27%
Brown	5,610	6,331	-11.39%
Purple	2,265	2,876	-21.24%
Circulator	Not Available	2,796	N/A
State Shuttle	9,226	8,258	11.72%
Paratransit	240	510	-52.94%
Total	35,769	40,808	-12.35%

Table 2 March 2017 Farebox Revenue

Route	March 2017	March 2016	% Change
Red	\$6,969	\$7,366	-5.39%
Yellow	\$1,399	\$1,675	-16.48%
Green	\$9,718	\$10,874	-10.63%
Orange	\$1,987	\$2,203	-9.80%
Gold	\$2,108	\$2,888	-27.01%
Brown	\$8,579	\$9,557	-10.23%
Purple	\$2,371	\$3,083	-23.09%
Circulator	\$1,038	\$2,299	-54.85%
State Shuttle**	\$1,486	\$2,165	-31.36%
Paratransit	\$762	\$706	7.93%
Total	\$36,417	\$42,816	-14.95%

**Excludes fares from State employees

Service Hours and Service Miles

Total Service Hours in March 2017: 5,146 hours

Total Service Miles in March 2017: 53,936 miles

On-Time Performance (OTP):

1. ADA Paratransit Service: OTP for paratransit service was 100%. There were 336 complementary paratransit trips, and eight (8) cancellations and five (5) no-shows.
2. Fixed route's OTP was 87% based on 130 observations.

Preventive Maintenance:

- Ten (10) scheduled preventive maintenance work were completed.
- There was a total of eight (8) documented road calls

Parking

Table 3. Parking Garages – Vehicles Parked and Revenue, March 2017

Garage/Lot	Revenues	Vehicles Parked
Gotts	\$199,536.00	19,750
Hillman	\$215,596.00	20,107
Knighton	\$45,561.00	6,379
Park Place**	\$123,922.90	14,605
South Street Lot	\$9,190.00	732
Larkin Street Lot	\$11,250.00	58
Total	\$605,055.90	61,631

***Managed by Towne Park*

Table 4. On-Street Parking, March 2017

Citations	2,740
Citation Revenue	\$123,120
Meter Transactions	83,900
Meter Revenue	\$174,436.40

Table 5. On-Street Parking Operations in District 1 – March 2017

Date (March 2017)	No. of Vehicles Scanned
1 to 5	6,870
6 to 10	8,401
11 to 15	7,197
16 to 20	6,960
21 to 25	6,761
26 to 31	7,068
Total	43,257

Overtime and Leave (sick, vacation personal) Hours

Overtime is a function of sick, vacation and personal leave, particularly, in transit operations. There was no overtime in Administration. Below are the overtime hours and leave hours by division for the period March 9, 2017 through April 5, 2017.

Table 6 Summary of Overtime and Leave Hours – 3/9/2017 – 4/5/ 2017

Division	Overtime	Leave (sick, vacation and personal, etc.)
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Parking Enforcement Officers & Parking Meter Technicians	0 hours	47 hours
Transit Vehicle Operations – Bus Operators only	324.5 hours	659.5 hours
Transit Supervision	97.5 hours	88 hours
Vehicle Maintenance	37.5 hours	24 hours

African American Liaison

- Continue to walk the neighborhoods and speak to residents about their concerns and needs
- Continue to visit with churches about my job and discuss how we can work together
- Continue to turn in guns to Annapolis City Police Dept. – one this month; along with a bag of ammunition
- Received information from residents regarding drug activity homes and relayed information to police
- Winter Relief – 10 nights
- Met with Sharon Cameron, Director of AAMC Outreach Clinics and Dawn Hurley, ED of Behavioral Health of AAMC to discuss how we can continue to partner
- Continue to advocate for clients at the Anne Arundel County Drug Court
- 3/22 Movie screening at Stanton Center of “FIX IT”, the Movie regarding dysfunction health care
- 3/23 Meeting at Anne Arundel Community College sponsored by Anne Arundel County Mental Health Agency
- 3/28 Attend Annapolis Arts District Meeting at City Hall
- 4/7 Attend Annapolis Heroin and Opioid Briefing Meeting at OEM
- 4/8 Clay Street Block Party
- 4/9 Crisis intervention with suicide victim with Mobile Crisis Unit
- Monthly meeting with Mayor
- Continue to send men and woman to long-term treatment programs.
- Continue to send men and woman to detox and short-term treatment programs.
- Continue to transition folks from treatment into recovery houses and sober living programs.
- Provide food/clothing/furniture for community residents in need

Hispanic Liaison

- Homeless Evacuation from Bates - During the evacuation process, there was communication and new connections between volunteers, and members from local churches and organizations (Downtown Hope) to help the homeless group to transition to a safe place. There were several offers ei. Money for 1st month rent, food, therapy, clothing, legal advice, and camp was visited several times to meet with them, and they were given my contact information; but they have not contact anyone who offered assistance or have answered our calls. A conversation was started with the possibility to get together for future homeless camp sites visits and offer resources to change their lives.

- Continued to support the initiative of Annapolis Soccer Club, General Manager Corey Childs with the after school program at Annapolis Middle School; to engage the Hispanic/Latino community using soccer as the vehicle for growth. We met as a collective group hoping to establish an advisory board to guide the direction of this program through its formative stages. Currently, the second program is taking place for 10 weeks on Tuesdays and Thursdays after school. The students are motivated and required to do excellent at school, and do some community work.
- The first, Town Hall Meeting In Support of the Immigrant Community of Annapolis & Anne Arundel County called “Reinforcing Confidence in Our Local Authorities” on Wednesday, March 22, at Annapolis High School Auditorium the meeting was a success, groups attended were supported of immigrant individuals who are parents undocumented and in many cases their children are US citizen. Guests’ speakers were:

Chief Timothy J. Altomare, Anne Arundel County Police Department
 Acting Chief Major Scott Baker, Annapolis Police Department
 State Attorney Wes Adams, State Attorney's Office
 Superintendent Terry Kokolis, AACo. Detention Center Facility
 Waleska Casiano-Matos, Immigration Lawyer

- We met with Maria Casasco, Mark Rodriguez, and Hollis Manor to plan the “Hispanic Business Initiatives”, a series of Hispanic business classes in Annapolis. And, also inquired of Candace Pruett about potentially having a PT SBDC Consultant to specifically serve our local Hispanic communities. Therefore, we need some sort of idea as to the logistics and costs for both initiatives. The kick off date is May 20 at Pip Moyer recreation Center, and continued with small divided groups in Anne Arundel County Executive Offices.
- Assisted Kathryn with baseball sign ups and distribute between the Hispanic community.

